

# Iowa WorkSmart Phase 2- Workday FIN

## Glossary



### Workday Terms and Concepts

This document provides a basic overview of Workday terminology and concepts related to the WorkSmart Phase II Project. This information is subject to change as we continue to configure Workday Financials for the State of Iowa.

Term	Definition/Description
<b>Account Summary (Ledger Account Summary)</b>	A grouping of <b>ledger accounts</b> . For example, you can group all assets that are considered current assets to easily reference them. Individual accounts can appear in multiple account summaries.
<b>Application (App)</b>	An <b>application</b> refers to the combination of dashboards and worklets that a user can use to take actions, view analytics, and view custom reports, all within configured and pre-configured Workday applications.
<b>Appropriation</b>	An <b>authorization</b> to spend by the Iowa legislature; these will align with the existing appropriation values used in I/3.
<b>Business Object</b>	A <b>business object</b> is a set of related fields (similar to how a table or spreadsheet usually consists of a set of related columns). Instances of a <b>business object</b> are like rows in a table/spreadsheet where each instance represents a unique occurrence of that type of object (such as an organization or worker). A <b>business object</b> does not have to have any instances or can have one or more instances.
<b>Business Process (BP)</b>	A <b>business process</b> is a set of tasks to be completed for an event to occur. This includes the order in which the tasks must be completed as well as who must do them. Workday contains predefined business processes for different purposes that can be used “as is” or modified by each Workday customer.
<b>Business Process Instance</b>	An <b>instance of a business process</b> is one that has been started or initiated (that is, it is in the process of being completed).
<b>Company*</b>	<i>FDM Dimension</i> - Workday is capable of supporting multiple <b>companies</b> . However, in our implementation of Workday, there is only the State of Iowa (which will be “the company”).
<b>Cost Center*</b>	<i>FDM Dimension</i> - A <b>cost center</b> is a unit in an organization to which costs are charged (generally at the level at which budgets are created and managed and typically used to house people and their associated costs).
<b>Costing String (I3)</b>	A field in Workday that captures cost accounting elements for transfer of information to I/3. Formerly: Department, Program, Activity, Department Object, Task, Task Order.
<b>Configurable Security</b>	Workday’s security framework controls access to organizational structures, processes, and reports through securable items organized in domains and business processes. Each group has corresponding domains and business processes, which can be controlled through security policy modifications. Formerly: Security.
<b>Custom Report</b>	Custom reports are designed and built by customers using the Workday Report Writer. They can be created new or as a copy of another standard or custom report.

<b>Customer Invoice Adjustment</b>	A change to the amount a customer owes, and can be an increase or a decrease in the amount due.
<b>Dimension</b>	Some aspect of or perspective on data that you want to use as the basis for analysis. For example, for financial accounting, you can analyze revenue by customer, by channel, or by marketing campaign. For expenses, you can analyze costs by cost center or by project. These are dimensions. Dimensions are usually created with worktags.
<b>Employee Locations</b>	An <b>employee location</b> is a physical workspace. Typically a location will be assigned to a worker, contain an address, and work hours assigned.
<b>Expense Items*</b>	<i>FDM Dimension</i> - A more detailed itemized listing of goods and services or like expenditures purchased compared to Spend Categories. Formerly: Object code.
<b>Foundation Data Model (FDM)</b>	The <b>FDM</b> is the data model used across HCM and Financials that establishes the foundation for Workday. Our Transitional FDM for Phase 1 is a subset of our I3 chart of accounts mapped to Workday dimensions.
<b>Functional Area</b>	A functional area is a collection of domain or business process security policies that are related to the same set of product features, for example, Benefits or Compensation.
<b>Fund*</b>	<i>FDM Dimension</i> - A <b>fund</b> allows for self-balancing journals to track revenues and expenditures. They are often separated into different fund types and are characterized by restrictions. <b>Funds</b> are available as a worktag in financial and payroll transactions. <b>Funds</b> can be grouped into hierarchies for reporting.
<b>Grant*</b>	<i>FDM Dimension</i> - <b>Grant</b> is a worktag that you can use to capture expenses.
<b>Human Capital Management (HCM)</b>	<b>HCM</b> represents the group of Workday applications that unifies Human Resources, Payroll, Benefits, Absences, and Time-tracking into a single system-of-record.
<b>Job Family (JF)</b>	A <b>job family</b> is a broad grouping of job profiles which are related to one another by a common field of work and/or collective bargaining agreement.
<b>Job Family Group (JFG)</b>	A <b>job family group</b> is a grouping of all job profiles by applicable branches of state government.
<b>Job Profile (JP)</b>	A <b>job profile</b> includes characteristics of a job/position such as, pay rate type, qualifications, compensation guide, job description, etc.
<b>Ledger Accounts*</b>	<i>FDM Dimension</i> - A <b>ledger account</b> provides budget and actual accounting information for the general ledger. They identify the operational accounts (natural accounts) that make up the permanent financial record and do not include temporary items. Ledger accounts roll up for budgeting and reporting purposes via Ledger Account Summaries.
<b>Locations*</b>	<i>FDM Dimension</i> - A physical <b>location</b> that is US post addressable. Location usages control how the physical location can be used in Workday, where every position or job must be assigned to a location.
<b>Notifications</b>	<b>Notifications</b> refer to a section for notices of completed business processes.
<b>Open Item</b>	Supplier and customer invoices that have an amount owing or due are <b>open items</b> . For expense reports, a line item to be paid or reconciled.
<b>Organization</b>	A basic building block to the Workday application. <b>Organizations</b> are defined as a way to group workers and financial transactions. Common organizations delivered by

	Workday would be company, fund, location, etc. Organizations are grouped between Financials and HCM.
<b>Organizational String (I/3)</b>	<b>Organizational String (I/3)</b> is a field in Workday that captures department, unit, and subunit for transfer of information to I/3. This will be replaced in Phase II. Formerly: Department, Unit, Subunit.
<b>Pay Component</b>	A <b>pay component</b> is an earning or deduction.
<b>Pay Component Group (PCG)</b>	A <b>pay component group</b> is a grouping of pay components used in calculations or for tracking amounts, i.e., Federal Taxable would be all earnings that should be taxed as federal wages.
<b>Pay Group*</b>	<i>FDM Dimension</i> - A <b>pay group</b> is a payroll-specific Workday organization that controls who, what, and when to process.
<b>Payment Category</b>	The classification of a payment; for example, supplier payments, expense payments, and payroll payments.
<b>Payment Type</b>	A valid form of payment you use to pay invoices, payment elections, and other payments. Payment types are user configured, and each payment type is mapped to a payment method, whose values are delivered by Workday. For example, a credit card payment method could be mapped to the payment types such as <i>Visa</i> , <i>Master card</i> , and <i>American Express</i> .
<b>Position</b>	The workday <b>position</b> serves the same purpose as the HRIS seat number. However, the values are not mapped directly. In Workday the 18 digit payroll will no longer exist except for historical purposes.
<b>Program*</b>	<i>FDM Dimension</i> - Captures state-wide and agency-level programs, and the scope of work does not have a defined start and end date.
<b>Project*</b>	<i>FDM Dimension</i> - In general, a <b>project</b> refers to fiscal activity wherein the scope of work has a defined start and end date, such as a construction project.
<b>Project Asset</b>	A <b>project asset</b> is a container that captures separate, ongoing costs of a capital project in progress. You can associate multiple <b>projects assets</b> with a project to track costs over the life of a project.
<b>Region*</b>	<i>FDM Dimension</i> - Allows departments the ability to track costs based on a geographical location and will be defined on a statewide basis
<b>Requisition Template</b>	A collection of goods and services that makes the requisition process simpler, faster, and more manageable.
<b>Revenue Category*</b>	<i>FDM Dimension</i> - A <b>revenue category</b> is an attribute in customer contracts and billing used to search for and report on goods and services you sell. Also a dimension in account posting rule types for customer contracts, billing, and accounts receivable that drives accounting behavior.
<b>Roles</b>	<b>Roles</b> define a group of people that have specific responsibilities and permissions. Access to certain data is determined by the worker's role. Further, when a business process runs, the role defined for each step includes all of the workers in that role in the business process target organization.
<b>Security Group</b>	A <b>security group</b> is a collection of users or a collection of objects that are related to users. Allowing a security group access to a securable item is done via a security policy, which grants access to the users associated with the security group.

<b>Spend Authorization</b>	A budget of expenditures planned for future out of state travel. The employee initiates the process of creating a spend authorization. Must be submitted for approval prior to travel. Managers take actions on spend authorizations after they are submitted. Spend authorizations act as a cost control or expense policy compliance tool.
<b>Spend Category*</b>	<i>FDM Dimension</i> - A <b>spend category</b> is a logical grouping to search and report on acquired items and services. Also a dimension in account posting rules for procurement and spend that drives accounting behavior.
<b>Supervisory Organization</b>	A <b>supervisory organization</b> is a foundational, hierarchical position-to-position structure. All employees must belong to a supervisory organization, and each supervisory organization must have a manager. Each supervisor exists outside of the group they manage as a member of their supervisor's organization.
<b>Task</b>	<b>Tasks</b> are actions a worker must take in a business process. Tasks may be reassigned or delegated. Workers are notified of tasks by either Notifications or Workday Inbox Alerts (not to be confused with your Email Inbox).
<b>Tenant</b>	A <b>tenant</b> is an instance of Workday dedicated to the State of Iowa. The State of Iowa will maintain and manage multiple tenants, for testing and staging purposes, but there will be only one production tenant in which the State of Iowa conducts business.
<b>To-dos</b>	<b>To-dos</b> are reminders that appear in the Workday Inbox, indicating the need to complete parts of a business process before the workflow can go to the next step.
<b>Work Reporting Code (WRC)</b>	A <b>Work Reporting Code (WRC)</b> is a worktag used for activity tracking.
<b>Worklet</b>	A <b>worklet</b> is an icon on the Workday homepage that provides access to groups of related tasks and is used to organize tasks and reports by functional areas.
<b>WorkSmart</b>	The Iowa WorkSmart Project (WorkSmart) is the implementation of Workday, a cloud-based human resources (HCM) and financial management (FIN) application that will replace the State's legacy systems - Human Resources Information System (HRIS) and Integrated Information for Iowa (I/3).
<b>Worktags</b>	<b>Worktags</b> are keywords assigned to transactions, which in turn are used to classify transactions for financial, operational, and external reporting.

\* Indicates FDM Dimension